



Alfonse M. D'Amato Federal Courthouse
290 Federal Plaza
Central Islip, NY 11722

U.S. Bankruptcy Court Eastern District of New York Office of the Clerk

Robert A. Gavin, Jr.



Conrad B. Duberstein United States
Bankruptcy Courthouse
271 Cadman Plaza East, Suite, 1595
Brooklyn, NY 11201-1800

CAREER OPPORTUNITY

Re-posted Career Opportunity: Case Administrators (2)
Date: July 15, 2009
Salary: CL25/01 - CL25/25
\$41,895 - \$52,398
depending on work experience.
Closing: Until filled
Duty Station: Central Islip, New York

JOB SUMMARY:

Case Administrators perform various functions and are responsible for maintaining and processing information and managing the progression of bankruptcy cases and proceedings from opening to final disposition, in accordance with established internal controls and case management procedures. Case Administrators must demonstrate the ability to efficiently and timely perform all case management duties. These duties include but are not limited to docketing, noticing and quality control review of e-filed and conventionally filed documents and orders to ensure accuracy and conformity with local and federal rules, generating reports to ensure accurate maintenance of the court record, preparing and transmitting records on appeal and monitoring appellate proceedings until final disposition, and timely and accurately discharging and closing cases in accordance with established procedures. Case Administrators have high interaction with external customers both in person and via e-mail and the telephone.

REPRESENTATIVE DUTIES:

- Performs quality control review of e-filed and conventionally filed documents and runs daily reports, monitors deadlines and takes appropriate action to ensure accuracy and adherence to rules, practices and filing requirements. Scans and docket conventionally filed documents.
- Reviews all newly filed adversary proceedings to ensure that summons and order setting filing requirements have been properly issued, and monitors progress of cases until closing.

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- Manages the progression of cases, including involuntary and/or cases that convert from one chapter to another, to ensure completion of required procedural steps.
- Updates creditor and claims databases, noting objections, orders, assignments, or withdrawals on claims register. Processes assignments of claims in accordance with established procedures and prepares required notices.
- Responsible for ensuring that “reportable matters” are properly docketed and timely prepares appropriate deficiency notices.
- Reviews court calendars to ensure that all relevant papers have been docketed.
- Dockets and quality controls conventionally entered orders and e-orders to ensure compliance with court directives and established performance standards.
- Ensures that meeting of creditors and other court notices are accurately and timely generated and transmitted to the Bankruptcy Notice Center.
- Ensures that transferred cases are timely processed and transmitted to appropriate court.
- Processes notices of appeal in accordance with established performance standards. Monitors the progression of appeals and other proceedings until final disposition.
- Ensures that cases are discharged and closed timely in accordance with local and federal rules requirements and established performance standards.
- Performs backup duties for Intake and Electronic Court Recorder staff when necessary.
- Assists the public in the use of computerized databases.
- Prepares, ships and retrieves records to and from the appropriate Federal Records Center.
- Performs other clerical tasks, including replies to email, responses to re-search requests and processing of mail.
- Performs help desk duties and provides customer service assistance to the public, bar and internal court staff.

Minimum Qualifications: The successful candidate is required to have a high school diploma. A four year college degree is preferred. Some educational credits may be substituted for experience. A minimum of two years of relevant work experience is required with legal or court experience a plus. Applicant must possess exceptional computer skills with a demand for accuracy and quality assurance, and exceptional communication skills since there is frequent contact with a wide variety of individuals within and outside the judiciary.

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Specialized Experience: One year of specialized experience required. Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Information Technology and Automation: Skill in typing and use of word processing equipment. Knowledge of requisite court computer programs. Ability to use a variety of equipment. Skill in using automated systems and equipment to review dockets and documents. Preferred: Netscape, Internet Explorer, Lotus Notes, Corel WordPerfect, Adobe Acrobat. Case Management/Electronic Case Filing experience is helpful.

Internal/External Interactions: Incumbent will be interacting with judicial officers, court staff, attorneys and the public. Therefore, the ability to communicate effectively with various individuals, focusing on customers, respecting others and acting with integrity are all essential skills. Knowledge of court/legal terminology is helpful. Incumbent should also demonstrate the ability to apply a body of rules, regulations, directives or laws during the course of performing his or her duties.

Personnel Security Clearance: This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

Excepted Appointments: Employees of the court are "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees such as, accrued paid vacation days based on length of service and enjoy ten paid national holidays during the year. Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts. Participation in a retirement program along with investment opportunities through the Thrift Savings Plan (similar to a 401K). Position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Information for Applicants: **This is a re-posted announcement. *Prior applicants need not reapply.*** Applicants must be a U.S. citizen or eligible to work in the United States. Qualified candidates must submit a cover letter with resume and salary history with three (3) business references, which should include reference name, title, business and e-mail address to: Human Resources Specialist, U.S. Bankruptcy Court, 271 Cadman Plaza, Suite 1595, Brooklyn, NY 11201-1800. Phone Calls and Facsimiles **Will Not** Be Accepted. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position.